



COMPLIANCE COMPONENT TEMPLATE

DEFINITION

<i>Name</i>	Privacy Statement for Website
<i>Description</i>	An on-line generalized privacy policy statement template for use by state agencies that have a web presence.
<i>Rationale</i>	Provides a familiar and consistent statement for the public.
<i>Benefits</i>	This policy has already been approved by the Information Technology Advisory Board (ITAB).

ASSOCIATED ARCHITECTURE LEVELS

<i>Specify the Domain Name</i>	Privacy
<i>Specify the Discipline Name</i>	Privacy (Data)
<i>Specify the Technology Area Name</i>	Dissemination
<i>Specify the Product Component Name</i>	

COMPLIANCE COMPONENT TYPE

<i>Document the Compliance Component Type</i>	Guideline
<i>Component Sub-type</i>	

COMPLIANCE DETAIL

<i>State the Guideline, Standard or Legislation</i>	<p>The following is the example of the approved policy statement:</p> <p style="text-align: center;">ITAB Privacy Committee Online Privacy Policy TEMPLATE</p> <p style="text-align: center;">February 28, 2005</p> <p>Thank you for visiting [NAME OF STATE AGENCY] and reviewing our Online Privacy Policy. This notice addresses collection, use and security of, and access to information that may be obtained through use of our website.</p> <p>Browsing (Non-personal information)</p> <p>If you do nothing during your visit but browse the Web site or download information, our operating system will automatically record the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Internet domain and Internet address of the computer you are using; <input type="checkbox"/> The type of browser and operating system used to access your website; <input type="checkbox"/> The date and time you access our website; <input type="checkbox"/> The pages you visit; and <input type="checkbox"/> If you linked to our website from another website, the address to that website.
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This tracking system does NOT record information about individuals. We use this information to monitor traffic on our site and to help us improve the site.

Personalization Options

1. Cookies

Cookies may be used on portions of this site to assist you in interacting with us. A persistent cookie may also be known as a permanent cookie, or a stored cookie, and is stored on a user's hard drive until it expires (persistent cookies are set with expiration dates) or until the user deletes the cookie. Persistent cookies are used to collect identifying information about the user, such as Web surfing behavior or user preferences for a specific Web site. A second type of cookie is called a session or transient cookie. The session cookie is stored in temporary memory and is not retained after the browser is closed. Session cookies do not collect information from the user's computer. They typically will store information in the form of a session identification that does not personally identify the user. Users can set their browser to accept all cookies or to alert them every time a cookie is offered.

[NAME OF STATE AGENCY] may use session cookies. We may also use persistent cookies if you permit us to do so (opt-in).

2. Database

Information you supply to us on this site may be stored in a computer file, called a database, to help us provide you with the best possible service during this and future visits. The information in this database may include any information you provide to us during this, or subsequent, visits and information we gather by analyzing your actions during your visit. We assure you any information will not be used for purposes other than what you would reasonably expect. You do have the option of not allowing us to store this information (opt-out) by selecting the "opt-out" option on this screen.

Email

If you send us email, the message will usually contain your return address. If you include personal information in your email, we may use that information in responding to your request. Email is not necessarily secure or confidential. Send only the information that is necessary for us to answer your question or process your request.

Links to Other Sites

Our site provides links to many other Web sites. The privacy policies described here do NOT apply to any external sites. Read the privacy policies of other sites you visit. Be informed. You are the person best qualified to protect your own privacy.

Interactive Forms

We request information when you fill out web forms, and correspond with us. Forms that request information from you will clearly indicate information that is required, such as name and mailing address, and any information that is optional. It will be clear when you are on a part of our site that

	<p>requires personal information, because we will ask you for it. Information that you submit through such forms is used only for the specific purpose for which it is intended. We do not disclose, give, sell or transfer any personal information about our visitors, unless required for law enforcement or statute.</p> <p>Missouri Sunshine Law</p> <p>As a state governmental agency, [NAME OF STATE AGENCY] is subject to Chapter 610 of the Revised Statutes of Missouri, commonly known as the Sunshine Law. If an appropriate request is made to this office for information that is subject to disclosure by the Sunshine Law, [NAME OF STATE AGENCY] may be required to disclose the information requested, even if it includes your personally identifiable information.</p> <p>For More Information</p> <p>If you have any questions or comments about our online privacy policy, contact [STATE AGENCY EMAIL ADDRESS].</p>
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Document Source Reference #	
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Compliance Sources			
Name	Privacy Committee	Website	
Contact Information			
Name		Website	
Contact Information			

KEYWORDS	
List Keywords	Privacy, Statement, Notice, Policy, Template, Cookies, Email, Browsing, Links, Interactive Forms, Sunshine Law

COMPONENT CLASSIFICATION	
Provide the Classification	<input type="checkbox"/> Emerging <input checked="" type="checkbox"/> Current <input type="checkbox"/> Twilight <input type="checkbox"/> Sunset
Sunset Date	

COMPONENT SUB-CLASSIFICATION		
Sub-Classification	Date	Additional Sub-Classification Information
<input checked="" type="checkbox"/> Technology Watch		State agencies need to watch for new requirements from the .gov registrar.
<input type="checkbox"/> Variance		
<input type="checkbox"/> Conditional Use		

Rationale for Component Classification	
Document the Rationale for Component Classification	

Migration Strategy	
Document the Migration Strategy	

Impact Position Statement	
Document the Position	

<i>Statement on Impact</i>	
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CURRENT STATUS

<i>Provide the Current Status</i>	<input type="checkbox"/> <i>In Development</i> <input type="checkbox"/> <i>Under Review</i> <input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Rejected</i>
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AUDIT TRAIL

<i>Creation Date</i>	09/28/04	<i>Date Approved / Rejected</i>	03-08-05
<i>Reason for Rejection</i>			
<i>Last Date Reviewed</i>		<i>Last Date Updated</i>	
<i>Reason for Update</i>			